

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

February 8, 1963

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MEMORANDUM FOR LIAISON OFFICERS OF THE DEPARTMENTS AND AGENCIES

Subject: Additional copies of draft bills

Circular A-19 provides that agencies shall furnish at least four legible copies of proposed legislation to us in the clearance process. It is our usual practice to send only one copy of a draft bill to each interested agency asked to comment on the draft. The larger departments and agencies, particularly those with mixed functions, find that a single copy of a draft bill and related justification material is not adequate for their needs. To do a thorough staff job, they require more copies, particularly in cases where comments are requested with a short deadline.

Accordingly, we would appreciate your observing the following procedure to satisfy the above need:

When a department or agency desires expedited clearance of a draft bill, it should informally inquire of the analyst in the Office of Legislative Reference who normally handles its legislation how many copies of the draft bill and supporting material are needed. It is anticipated that his estimate will be made available with little or no delay. The submitting agency will then be responsible for preparing--in whatever form it chooses--sufficient legible copies to meet the estimated requirement.

In addition, we encourage agencies to make similar inquiries in advance of the submission of significant or controversial draft bills for which expedited clearance is not requested, since similar benefit to them can be anticipated in these cases as well.

Through this procedure, we anticipate that there will be mutual benefit to all agencies over a period of time in expediting the clearance process and facilitating more thorough comments on draft legislation.

*Phillip S. Hughes*

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